



COURT SERVICES SPECIALIST I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of specialized clerical work in support of the operations and services of the Criminal and Civil Divisions of the Tempe City Court; to process, record and file court documentation; to assist the public with court procedures and services; and to provide clerical support to administrative and judicial personnel.

Distinguishing Characteristics:

Court Services Specialist I - This is the entry-level class to the Court Specialist series. This class is distinguished from the Court Services Specialist II by the performance of the more routine tasks and duties assigned to positions within the series including assisting the public with court services. Since this class is typically used as a training class, employees may have limited directly related work experience.

Court Services Specialist II - This is the full journey level class within the Court Services Specialist series. Employees within this class are distinguished from the Court Services Specialist I by the performance of the full range of duties including the most complex or sensitive work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed, and are typically filled by advancement from the lower class of the series, or when filled from the outside, require prior court services or court operations experience. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

Supervision Received and Exercised:

Court Services Specialist I

Receives general supervision from a Court Services Supervisor or from other supervisory or management staff.

Court Services Specialist II

Receives general supervision from a Court Services Supervisor or from other supervisory or management staff.

Examples of Duties:

Depending on assignment, duties may include, but are not limited to, the following:

Effective May 1994

Revised December 1997

Revised September 2000

Revised November 2001 (range adj due to market)

Revised July 2002

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Court Services Specialist I/II (continued)

- Organize and prepare the court docket; arrange hearing, trial and sentencing dates with attorneys and defendants; coordinate court dates with police personnel; distribute trial calendars.
- Prepare and review a variety of court documents including notices of trial dates, delinquencies in payments, refunds, forfeitures, revocations, judgments, dispositions and court calendars; type summons and warrants; file and reclaim file folders and court records.
- Issue, record and process warrants; research computer data for prior warrants, violations and other pertinent data; prepare "show cause" orders and notifications for payment of bonds; verify indigency status and other matters of record.
- Perform a variety of computer data entry functions, review computer data and correct errors; assist Judges and other staff by recording and dispersing information as requested, calling juries and providing related clerical support.
- Set, log and notify appropriate parties regarding hearings for motions, evidentiary motions, and domestic violence orders; issue subpoenas for defendants and defense attorneys; issue court summons for witnesses and parties involved in cases.
- Assist in screening applicants for orders of protection and harassment injunctions; assist applicants in completing required forms; collect appropriate fees, update files and forward to appropriate law enforcement authorities.
- Respond to and resolve difficult and sensitive defendant requests and citizen inquiries and complaints; answer questions and provide service and information to the public regarding the policies and procedures of the Court.
- Record monies posted for bonds, civil deposits, public defender, restitution and fines; post cash reconciliation report, compute cash reconciliations of general ledger and confirm balance sheet; inform violators of amounts due; accept fine payments from defendants; issue receipts for payment; process cash and paper bonds accordingly.
- Type and prepare correspondence, forms and reports such as reinstatement letters, jail commitment orders, check requests and other Court documents for City departments and other governmental agencies; maintain files and records and provide assistance in all areas of court operations as needed.
- Code defaulted citations for license suspension; inform the Department of Motor Vehicles (DMV) of defaulted citations.
- Call jurors and maintain the jury panel; act as bailiff for court actions as required; prepare courtroom, judge's bench and daily paperwork.

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- Participate in committees addressing issues related to the court or Tempe.
- Participate in special projects as articulated by the management team.
- Prepare monthly statistical reports as required.
- May participate in the selection of lower-level court staff.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Court Services Specialist I

Two years of general clerical experience, including some public service contact, preferably in a court or law office, or one year of responsible clerical or customer service experience in a court.

Court Services Specialist II

Three years of responsible clerical support experience, including considerable public service responsibility, in a court.

Training:

Court Services Specialist I

Equivalent to completion of the twelfth grade. Additional specialized training in word processing, filing and record keeping, or related field is desirable.

Court Services Specialist II

Equivalent to completion of the twelfth grade supplemented by additional training in word processing, filing and record keeping, or related field.

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Court Services Specialist I/II (continued)

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1521 / 1522

Salary Range: 13 / 18

FLSA: Non-Exempt

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